

Chief, Administrative Staff

30 January 1958

Chief, Geographic Research

Chief, Geography Division

Mid-Year Budget Review - Fiscal Year 1958

Listed here is the information as requested by your office for the period 1 January 1958 through 30 June 1958:

1. 22 hours average O/T for period 1 Jan 58 - 30 Jun 58. Includes 15 hours for 7 pay periods to cover O/T used by Language Instructor for GTR.
2. Travel planned is as follows:
 - a. 1 trip of 90 days' duration to points in northern Africa for area familiarization.
 - b. 2 trips of 14 days' duration to the Mojave Desert, California for U.S. Army Desert Familiarization Course (may be accepted by GTR as training).
 - c. 2 trips of 2 days' duration to St. Louis, Missouri to meet with ACIC officials.
3. None other than insurance contract.
4. None.
5. For costs of supplies and materials such as Exacto knives and blades, acetate paper, pencils, etc., approximately
6. One electric typewriter with carbon ribbon attachment and key board changes and one other typewriter converted to carbon ribbon attachment estimated at

25X1A1a

25X1A1a

25X1A9a